

VEHICLE MANAGEMENT

PROGRAM MANUAL

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CHAPTER 1

VEHICLE PROCUREMENT

Since most vehicles are purchased using state contract, we will not cover the details of the establishment of the state contracts but review the procedures required to:

- (1) Request Authority to Purchase Vehicles
- (2) The Issuance of Purchase Order
- (3) Receiving of Vehicles, and
- (4) The Disposal of Vehicles.

I. AUTHORITY TO PURCHASE OR DISPOSE OF VEHICLES

Replacement Vehicles: All requests to purchase replacement vehicles shall be submitted on DMVM Form #6-77 REQUEST TO PURCHASE OR DISPOSE OF STATE-OWNED VEHICLES (Appendix A) to the Director-Procurement Services, for review and approval; and a Request for Fuel Card for New Vehicle Form. Sections I and II must be completed prior to approval. If the vehicle being purchased is an upgrade from the vehicle being disposed of, then a justification for the upgrade must be included in Section I, Item H (Justification).

Once approved by the Director-Procurement Services, a photo copy of the request will be returned to the requester. The requester will receive no other notification on the status of the vehicle until the vehicle is received.

Replacement and disposal criteria for all types of vehicles are noted in Appendix A-1. Requests that do not meet these criteria must have a written justification explaining the reason for disposal.

Fleet Addition: Submit DMVM Form #6-77 REQUEST TO PURCHASE OR DISPOSE OF STATE-OWNED VEHICLE (Appendix A) completing Section I only. This form must be accompanied by a full written justification to the Director-Procurement Services. If the fleet addition is approved this justification becomes part of the procurement documentation.

Fleet Reduction: Complete Section II of DMVM Form #6-77 REQUEST TO PURCHASE OR DISPOSE OF STATE-OWNED VEHICLE. Submit to the Director-Procurement Services. Actual disposal shall be performed by the Center using the guidelines established by State Surplus Property.

II. PROCUREMENT DOCUMENTS

Purchase Order: Along with the Request to Purchase Vehicle; submit for the signature of the Director-Procurement Services, a completed DDSN Purchase Order. The purchase order will be issued like any other purchase order with the following exceptions:

- (1) The delivery address will be: S.C. Dept. of Disabilities and Special Needs, State Fleet Management, 1447 Boston Avenue, West Columbia, SC 29207.

- (2) The Ship to Vendor Code should read 1310.
- (3) Only one (1) type of vehicle can be included on a single purchase order. If the quantity is greater than one (1), then specify the colors and/or special equipment for each vehicle.

Request for the purchase of optional equipment beyond that included in the base contract price of the vehicle must be fully justified on the accompanying DMVM Form 6-77.

Copies of the purchase order and DMV Form 6-77 will be returned to the Center after the order has been processed.

III. RECEIPT OF VEHICLES

All vehicles are received and inspected by State Fleet Management before notifying Central Office-Supply and Services it is ready for pick-up. At such time, Central Office-Supply and Services makes the arrangements with State Fleet Management to pick-up the vehicle along with any receiving paperwork/report. Once the vehicle is located at Central Office-Supply and Services, the requesting Regional Center is notified by Central Office-Supply and Services. The Regional Center will accept deliver of the vehicle from Central Office-Supply and Services unless provided with other pick-up instructions. The Regional Center will notify Central Office-Supply and Services when the vehicle will be picked up.

South Carolina license tags and fuel cards will be forwarded to the Regional Center when received by Central Office-Supply and Services.

CHAPTER II

DRIVER AUTHORIZATION AND QUALIFICATIONS

I. GENERAL COUNSEL

Many factors influence vehicle accidents. These factors include driver skills, weather, road conditions and vehicle mechanical condition among others. Driver skill is the most important of all. With a proper level of driving skill, one can compensate for bad weather and road conditions, and to some degree, for unsafe vehicle mechanical condition. Therefore, it is DDSN policy that the utmost care be exercised in the selection of vehicle drivers, and that a high priority is given to assuring that those drivers attain a level of driving skills sufficient to reduce accidents to a minimum.

II. AUTHORIZATION and QUALIFICATION

Employees licensed to drive according to South Carolina Laws and having this recorded on the reverse side of their DDSN "Identification Card" may be allowed to operate department vehicles unless otherwise restricted. Authorization may be granted to a non-licensed employee to operate equipment that does not require a license to operate; when it is determined the employee has a thorough knowledge of how to safely operate the specified equipment.

Volunteer or part-time employees may be allowed to drive only when essential to the accomplishment of the Department's business and in cases where no regular employee can be made available. Volunteer or part-time employees must have on file in Supply & Services a signed authorization to drive or operate the equipment, and they must comply with all other provisions of this Directive. See Appendix B for form that allows permission for non-state employees to operate a state vehicle.

New state employees who have recently relocated to South Carolina may operate a state-owned vehicle using a valid driver's license from their former state for up to 90 days, at which time they must obtain a South Carolina driver's license.

Employees who are spouses of active military personnel stationed in South Carolina, and employees permanently residing in adjacent states, but employed in the State of South Carolina, may operate a state vehicle using a current valid driver's license from their state of residence.

III. AUTHORIZED AND UNAUTHORIZED VEHICLE USE

The listing below is not intended to be all inclusive with respect to examples of authorized and unauthorized use of state-owned vehicles. It will, however, indicate the intent of the proper vehicle usage. Per Motor Vehicle Management Act of South Carolina, all persons, except the Governor and Statewide elected officials, permanently assigned with automobiles shall log all trips on a log form approved by the board, specifying beginning and ending mileage and job function performed.

Authorized Use of State-owned Vehicles:

1. Travel between place of vehicle dispatch and place of performance of official business.
2. When on official out-of-town travel status, travel between place of temporary lodging and place of official business.
3. When on official out-of-town travel status and not within reasonable walking distance between either of the above places and:
 - (a) Places to obtain suitable meals.
 - (b) Places to obtain medical assistance, including pharmacies.
 - (c) Places of worship.
 - (d) Barber/Beauty Shops.
 - (e) Cleaning establishments
 - (f) Similar places required to sustain health and welfare or continued efficient performance of the user, exclusive of places of entertainment.
4. Transport of officers, official employees or official guests of the state.
5. Transport of professional/commercial representatives when in the direct interest of the state.
6. Transport of materials, supplies, parcels, luggage, kits or other items belonging to or serving the interests of the state.

7. Transport of any person or item in any emergency situation provided such movement does not further endanger life or property.
8. Use of the vehicle when it is clearly serving the interest of the state.
9. The immediate family may accompany a state employee on an official out-of-town trip provided:
 - (a) No additional cost/expense is incurred by the Agency.
 - (b) Approval is obtained from the Facility Administrator, or Director-Procurement Services.
 - (c) Family members are not authorized to operate a state vehicle unless an emergency condition exists.
10. The vehicle is not used in violation of the other provisions of this manual.

Unauthorized Use of State-Owned Vehicles:

1. Travel or task of a personal nature.
2. Transport of friends, associates, or other persons who are not serving the interests of the state.
3. Transport of hitchhikers.
4. Transport of items or cargo having no relation to the conduct of official business.
5. Transport of acids, explosives, weapons, ammunition, non-prescribed medicines/drugs, alcoholic beverages, highly flammable material except by specific authorization or by a duly commissioned law enforcement officer acting within his or her assigned duty.
6. Transport of any item of equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles.
7. Extending the length of time or travel beyond that required to complete the official purposes of the trip.
8. Use of the vehicle to provide transportation between home and place of official business unless specifically authorized by the state director or his designee. The fact that an employee is “on call” does not in itself justify this authorization.
9. Travel to and/or from social events unless acting as an official representative of the agency.
10. Use of a vehicle while on annual leave, sick leave or holidays.

CHAPTER III

CERTIFICATE OF NON-AVAILABILITY OF STATE VEHICLE

I. CERTIFICATE

The certificate of non-availability form is used to compensate an employee when using their privately owned vehicle (POV).

There are two rates when applying compensation:

1. If no state vehicle is available, the current Government Owned Vehicle (GOV) rate applies.
2. For special permission, employees will receive a lower rate.

The compensation will be given to the employee when a travel document is prepared. Only the Agency State Director or her designee can approve the certificate of non-availability form.
Appendix C

CHAPTER IV

VEHICLE ASSIGNMENT

I. VEHICLE ASSIGNMENT

DDSN vehicles or equipment may only be used for official Department business. Use of vehicles and equipment for personal use or gain is strictly forbidden.

A vehicle may be assigned to the following persons for their exclusive use or assignment in the conduct of official Departmental business. All department vehicles will be made available to the motor pool when not in use by the person or sections noted below.

1. ASSIGNMENT AND MOTOR POOL USE:
 - a. State Director
 - b. Associate State Directors
 - c. Regional Directors
 - d. Facility Administrators
 - e. Other personnel as determined by the State Director subject to the need to be on call and or mileage utilization.

II. RULES FOR PERMANENT ASSIGNMENT

Assignment to sections or individuals will be made by the approval of the Facility Administrator. Central Office assignments will be made by the Director-Procurement Services with the approval of the Associate State Director-Administration.

III. Overnight Authorization for Commuting

The Associate State Director-Administration or his designee authorize an employee to retain a vehicle overnight when it is advantageous to the Department because of early morning or late evening official use. This is not to be construed as authority for continuous or routine use of a vehicle for commuting purposes.

CHAPTER V

TRAFFIC LAW and CDL DRUG/ALCHOL TESTING COMPLIANCE

I. COMPLIANCE WITH TRAFFIC LAWS

Drivers shall abide by applicable state and federal laws while operating state vehicles. Posted speed limits will be adhered to, and traffic signs, traffic signals, parking signs and parking meters must be obeyed. **Fines for violations of such laws are the responsibility of the driver.** **Failure to pay traffic fines may result in personnel disciplinary action.** Additionally the following policies related to safety and/or security will be obeyed:

- (1) **Wearing of Safety Belts:** All employees and passengers must wear a safety belt (it is the law) at all times when operating or being transported as a passenger in a vehicle equipped with safety belts. It shall be each occupant's responsibility to insure compliance with the state's safety belt policy.
- (2) **Security:** State vehicles will be locked whenever they are unoccupied.
- (3) **Engines:** The engine of a state vehicle must be turned off and the keys removed before the driver exits the vehicle.
- (4) **No Smoking/Tobacco Products:** The use of tobacco products are prohibited in all DDSN vehicles.

II. COMMERCIAL DRIVER'S LICENSE (CDL), DRUG AND ALCOHOL TESTING

A. GENERAL PURPOSE

The purpose of this policy is to provide notice that DDSN will test for drug and/or alcohol as stated in this Directive. Random drug and/or alcohol testing shall be performed on all employees who are required by their job duties to have a commercial driver's license (CDL). DDSN complies with the Drug-Free Workplace Act of 1988; the Omnibus Transportation Employee Testing Act of 1991; and Article 5.0 of South Carolina Transportation Regulation 43-80. Also DDSN complies with applicable requirements of Americans with Disabilities Act and the Family Medical Leave Act.

B. POLICY STATEMENT

It is the policy of DDSN that the safe maintenance of the DDSN vehicle system and the individuals we transport is of critical importance and justifies the existence of a drug and alcohol free work environment with the use of a reasonable drug and alcohol testing program. Therefore, to ensure that no vehicle operator is affected by the use of alcohol and/or drugs, this Agency utilizes a drug and alcohol testing program to detect prohibited drug and alcohol use by employees.

See DDSN Directive 334-04-DD: Alcohol and Drug Testing for Employees with Commercial Driver's License and Safety-Sensitive Employees, for policy details.

CHAPTER VI

DRIVER SELECTION AND SCREENING

I. DRIVER SELECTION AND SCREENING

The selection of new employees for full time driving positions and the screening of motor vehicle records will be as follows:

A. New Employees

Applicants for DDSN positions in which the primary responsibility is driving a state vehicle or the applicant may have an occasion to operate a state vehicle with DDSN clients as passengers shall provide a copy of their Driver Record Points and Status, (obtained at the applicant's expense) from the South Carolina Department of Motor Vehicle, along with their employment application, to the servicing personnel office. **Applicants whose Driver Record Points and Status shows involvement in more than two (2) accidents in the last three (3) years or more than eight (8) current violation points shall be unqualified to operate a state vehicle.**

B. Dispatch Screening

Regions will establish dispatch procedures to ensure that operators of State vehicles possess a current valid driver's license. This may be accomplished by checking for a valid driver's license at the time of dispatching or a quarterly check of employees who are not required to have a vehicle dispatch through the normal motor pool dispatching procedures.

C. Annual Screening

The Director-Procurement Services will authorize the screening of Driver Record Points and Status of DSN employees who drive state vehicles annually. Requests for Driver Record Points and Status screening will be done using DMVs automated system using the employee's driver's license number recorded in the personnel file. The driving records of persons possessing out-of-state licenses will be screened by the submission of a separate roster. Corrective actions shown as Appendix C will be taken concerning those employees discovered to have a history of traffic violations or vehicle accidents.

D. Other Screening

When Regional Centers enter into an agreement for services provided by private firms, where employees of such firms may operate state-owned vehicles, then the firm shall comply with this program as a condition of such agreement.

CHAPTER VII

DRIVER EDUCATION

I. DRIVER EDUCATION

The lack of an appropriate level of driving skill is a major cause of vehicle accidents. Accordingly Regional Centers should assign a high priority to ensuring that employees attain necessary driving skills. Driver education efforts are classified as preventive programs and remedial programs. Ideally, preventive education programs should be consistent with state policies regarding preventive and remedial driver education programs.

II. PREVENTIVE PROGRAMS

Regional Centers are encouraged to have as many of their employees as practicable attend the National Safety Council Defensive Driving Course (DDC) on a three (3) year cycle. Once the full eight (8) hour session course has been completed, employees may attend the four (4) hour session refresher course. The following categories of drivers must attend DDC as specified:

- A. New Employees** whose primary responsibility is to drive a state vehicle or employees who will have occasion to transport DDSN individuals must attend the full eight (8) hour DDC session within 60 days of date of employment or at the next scheduled DDC session but no later than six (6) months after date of employment. This category of employee must attend the four (4) hour refresher course every third (3) year thereafter. New employees who have attended an approved driver training course within three (3) years of date of employment may not be required to attend another course until the third (3) anniversary of their attendance.
- B. Permanently Assigned Vehicles** employees must attend the full eight(8) hour DDC session within 60 days of the date of such vehicle assignment and must attend the four (4) hour session refresher course every third (3) year thereafter, for as long as the employee is permanently assigned a vehicle or authorized to commute to and from their personal residence.

III. REMEDIAL PROGRAMS

S.C. Code Ann. §1-11-340 of the Motor Vehicle Management Act requires mandatory driver training in those instances where remedial training for employees would serve the best interest of the state. Thorough administration of effective driver selection, screening and preventive education programs should reduce the necessity for remedial education programs. However, in the event such programs are necessary, the following policies apply:

- A.** Employees whom a Regional Center accident review board finds at fault in a preventable, reportable (see glossary) state vehicle accident, must re-attend and complete the full eight (8) hour DDC session within 90 days of such finding. Failure to do so will result in

termination of the employee's state vehicle driving privileges until the driver education requirement is met.

- B. Employees found to have accumulated nine to ten (9-10) traffic violation points or two (2) state vehicle accidents (See Appendix E), on their motor vehicle record must complete the eight (8) hour DDC session within 90 days of the discovery of their driving history. Failure to do so will result in termination of the employee's State vehicle driving privileges until the driver education requirement is met.
- C. When an employee is required to attend DDC as noted in paragraphs A and B, then the employee will be required to take annual leave and pay the cost of the DDC course.

CHAPTER VIII

SAFE DRIVING AWARDS PROGRAM

I. SAFE DRIVING INCENTIVE AWARDS PROGRAM.

State Fleet Management will coordinate and administer incentive awards programs designed to encourage safe driving on the part of individual state employees, and the administration of an effective vehicle safety program on the part of state agencies. The details of these programs will be published in a separate document.

CHAPTER IX

SAFETY MAINTENANCE

I. SAFETY MAINTENANCE

State vehicles will be maintained in such a manner as to eliminate mechanical failure as a contributing cause of vehicle accidents. The State Vehicle Maintenance Program (published separately) is designed to ensure such a level of maintenance. In addition to those procedures described in the Maintenance Program, the following policies apply:

- A. State vehicles will be safety inspected in accordance with the laws of South Carolina.
- B. In the case of special purpose vehicles equipped with load-bearing devices (booms, lifts, etc.), these devices will be load checked according to appropriate technical manuals.

It is the responsibility of each driver or operator to determine that the vehicle and/or equipment he operates is mechanically safe for operation before it is driven or used. When a defect is found the driver or operator will proceed with necessary caution to the vehicle motor pool where arrangements for the necessary repair(s) will be made or shall call the assigned motor pool for instructions on having the vehicle repaired. The following items are most critical to the safe operation of any vehicle and/or equipment must be maintained in good condition at all times:

1. Foot Brakes
2. Emergency Brakes
3. Steering Mechanism
4. Window glasses
5. Windshield Wipers
6. Brake Lights
7. Parking and Emergency Lights
8. Running Lights
9. Tires
10. Fan Belts
11. Battery

Drivers or operators shall not operate department vehicles and/or equipment with any of the above listed items defective.

CHAPTER X

INSURANCE

I. INSURANCE

All vehicles owned by DDSN are covered by a blanket insurance policy for bodily injury and property damage liability. This coverage is carried by the Department for protection of authorized operators only.

CHAPTER XI

FUEL CREDIT CARD USE AND OTHER AUTHORIZED EXPENDITURES

I. AUTHORIZED EXPENDITURES

Employees will be reimbursed for expenses not covered by Department furnished state credit cards in caring for Department vehicles and/or equipment. Such care would include overnight parking expenses, parking lot fees, toll fees, etc. All other expenses will be covered by the state fuel credit card. In order for an employee to be reimbursed for cash expenses, a bill or ticket must be presented with the name of the issuing company, showing the total expenses involved and the date incurred. Such bills or statements may be turned into the business office of each Regional Center for reimbursement processing.

State Fuel Credit Card Procedures - April 1998

1. Introduction:

The State of South Carolina Budget and Control Board, General Services, Fleet Management Division developed, approved and implemented a new fleet fuel credit card. The new system offers either one or two types of fuel cards, Proprietary and MasterCard. The proprietary card

can only be used at state fueling facilities. The MasterCard can be used at state fueling facilities and any fueling facility that accepts MasterCard. DDSN has approved the use of the MasterCard.

The fuel credit card will require the use of a PIN (Personal Identification Number), in most instances, to purchase fuel. Depending upon the type of computer equipment a vendor has, the PIN may not be required in some locations to purchase fuel. DDSN will use the PIN to spot check types of purchases. All reports received by DDSN as related to usage will show the PIN number of the individual making the purchase.

Any employee who purposely abuses or misuses the state fuel card will be subject to disciplinary action up to and including dismissal.

2.0 Fuel Card Administrator

Agency Coordinator
Regional Center Coordinator

Director-Procurement Services
Facility Administrator

3.0 Fuel Card Assignment

Each vehicle or piece of equipment requiring the purchase of fuel will have its own fuel card. This will allow for the capture of data to track fuel usage back to each piece of equipment. Embossed on the front of the card will be the account number assigned by Petroleum Source, the license plate number and/or equipment number, and an abbreviated agency name.

An auxiliary card will be obtained and assigned for the purchase of fuel for auxiliary equipment such as chain saws, lawn mowers, etc., and for emergency fuel purchases when the original card is either stolen, or lost. The card is also used to purchase fuel for new vehicles until the new card is received.

In case of a lost fuel card, notify DDSN Central Office Procurement & Supply Department immediately upon return or call (803) 898-9750. A written statement is required declaring how, when, and where fuel card was lost, also to include any facts justifying explanation of lost fuel card. The coordinator will notify Petroleum Source using the toll free number printed on the card. DDSN is not responsible for purchases made to lost cards if the card is reported as loss/stolen.

Contact the Agency coordinator to place an order for replacement cards. Cards for new vehicles are furnished at approximately the same time you receive your license plates from State Fleet Management.

4.0 Fuel Card PIN Number (Personal Identification Number)

All state owned vehicles must be refueled with the fuel card assigned to it. The tag number is embossed on the card. Make sure tag number on fuel card matches tag number on vehicle.

Vehicle operators must have a pin number to use the cards. To obtain a pin number for an employee the following procedures should be used:

- After confirming that the vehicle operator has a valid driver's license, is authorized to operate a state owned vehicle, has read the vehicle operator's manual and is given instructions on fueling the vehicle, the center fuel card coordinator will send an email request to the agency coordinator.
- The request must contain the employee's name and birthday.
- The pin number will be sent to the center fuel coordinator and given to the vehicle operator.
- Pin numbers should be used only by the person it is issued to.
- The pin number should be kept private and confidential and not be given to any other employee for any reason.
- If the pin is lost, stolen or forgotten, the employee should notify the center fuel coordinator immediately.
- The pin number is used as a tracking tool as to when and who purchased fuel along with other fuel data.

5.0 Fuel Pricing

Fuel pricing is tied directly to the weekly OPIS (Oil Price Information Service) average for each particular type and grade of fuel. This applies to fuel purchased at state facilities and commercial facilities with the ability to transfer level 2 or 3 data. **Fuel price at all commercial facilities with such transmission ability (on any given day) is identical regardless of pump price. Fuel purchased at any commercial facility without the ability to transmit level 2 or 3 data will be charged at the listed pump price PLUS a \$.30 transaction fee.**

6.0 Fuel Card Restrictions

The state fuel card is restricted to the purchase of regular gasoline, oil (not an oil change), and the washing of the vehicle. Any other purchase will be in violation of this policy. If repairs are necessary they should be coordinated through your facility vehicle shop. **ONLY REGULAR FUEL SHOULD BE PURCHASED.**

7.0 Invoice and Management Reports

- 7.1 Vendor Invoice: Petroleum Source will invoice the Agency each month for purchases made during the billing period. Charges will be made to the account number that was assigned to the individual card. Accounts payable will not ask the Regions to verify the charges prior to purchases. Management can review the usage reports to look for misuse.
- 7.2 Management Report: The monthly Transaction Report will show all charges made using the account number assigned to the card. The Exception Report will identify items of particular interest. All unauthorized purchases including improper fuel types, food, drink, personal items, and purchases in excess of the

established parameters and all non-routine purchases such as emergency repairs or maintenance.

8.0 Training

Each Region is to develop instructions for the use of the fuel card and provide training to ensure the employee understands the proper use of the card. This training does not have to be formal but can be done when issuing the fuel card to the employee.

CHAPTER XII

ACCIDENT REPORTING AND REVIEW PROCEDURES

I. GENERAL

The importance of accurate and timely reporting of accidents involving state vehicles cannot be overemphasized. Such reporting not only may serve to protect the state from unwarranted liability claims, but also enables Agency management to detect accident trends early enough to take corrective action before these accidents become a significant problem.

II. ACCIDENT ACTION AND REPORTING PROCEDURES

- A. Whenever a State-owned vehicle is involved in an accident (See Glossary for definition), the actions shown at Appendix F should be taken.
- B. Each Region and the Central Office must submit a quarterly Summary of Motor Vehicle Accidents (format at Appendix G) to the Director, Procurement Services no later than the 5th calendar day following the end of each fiscal quarter. The Director-Procurement Services will compile a summary of accidents and submit it to State Fleet Management by the 10th calendar day following the end of each fiscal quarter.

III. ACCIDENT REVIEW PROCEDURES

A. Accident Review Board

As required by S.C. Code Ann. §1-11-340 of the Motor Vehicle Management Act, Regional Centers and Central Office shall establish accident review boards according to criteria published at Appendix H of this manual to review and make recommendations concerning accidents involving DSN-owned vehicles. Results of decisions of this board are to be forwarded to the Director-Procurement Services. This report will be made available to State Fleet Management periodically and during the annual Management Review.

B. Vehicle Safety Action Committee

Implementation of a vehicle safety program requires the active involvement of the Regional personnel. The purpose of the Committee is to detect accident trends early enough that trends may be corrected before a substantial loss is incurred, and to perform continuous long range

monitorship of the Vehicle Safety Program. The following procedures will govern operations of the Committee:

Membership: Membership of the committee shall be as follows:

- a. Director, Procurement Services - Chair
- b. Facility Administrators

Meetings: The Committee shall meet at least annually, or at the call of the Chairman. At each meeting, the Chairman will be prepared to present an analysis of recent accident trends, and propose possible corrective actions for consideration by the committee.

SAMPLE